

COMMISSION POLICY	
Category: Governance Process	Title: Appointment and Role of the President
Date of Adoption: June 23, 2016	Policy Number: GP-3
Date of Revision: <u>July 31, 2019</u>	Resolution No.
	Resolution No.

Pursuant to Public Utilities Code section 305, the Governor shall designate a ~~p~~President of the ~~C~~Commission from among the members of the ~~C~~Commission. The ~~P~~President shall:

1. Demonstrate and set a tone of collective governance by the Commission.
2. ~~d~~Direct the ~~E~~Executive ~~D~~irector, the ~~G~~eneral ~~C~~ounsel, ~~the Chief Administrative Law Judge, and the Internal Auditor and other staff of the commission, except for the staff of the Office of Ratepayer Advocates~~ in the performance of their duties, in accordance with Commission policies and guidelines.
3. Oversee and coordinate the work of the Office of the Commission.
4. Appear annually before the Senate and Assembly to present the CPUC Annual Report and involve other Commissioners in legislative appearances when useful.
5. Serve on boards, authorities and commissions (in statute or otherwise). The President may delegate a designee after appropriate consultation with Commissioners.
6. Assign proceedings after appropriate consultation with Commissioners.
7. Ensure an equal distribution of workload and diversity of proceedings are assigned to Commissioners.
8. After appropriate consultation with Commissioners, assign Commissioners to Commission committees.

~~2-9.~~ The president shall preside at all meetings and sessions of the commission. For further details, see Commissioner Code of Conduct (GP-4).

Monitoring Method: Commission Report
Frequency: Annual

COMMISSION POLICY	
Category: Commission-Staff Linkage	Title: <u>Role of the Office of the Commissioners' Office Role</u>
Date of Adoption: February 20, 2019	Policy Number: CL-7
Date of Revision: <u>July 31, 2019</u>	Resolution No.
	Resolution No.

The Office of the Commissioners' Office (Office) provides dedicated support to the CPUC Commissioners, as a body, for the overall coordination of Commission schedules, meetings, agendas and associated documentation to ensure the governing body is well prepared to discharge its duties.

The Office designs, maintains, and continuously enhances the information management processes relative to any and all Commissioner communication and monitors compliance with the CPUC governance framework.

The Office reports to the CPUC President and works with other CPUC staff to ensure timely and accurate communication, coordination, and documentation of Commission matters.

Specific duties of the Office include:

1. Coordinate Commission calendars, meetings, meeting agendas, resolutions, materials, minutes and related logistics including monitoring of Strategic Directives, Governance Process policies, and Commission-staff Linkage policies.

2. Develop a strategic communications strategy for the Commission.

2.3. Prepare, modify, and/or proofread documents, including meeting agendas, meeting materials, correspondence, articles, reports, and memos needed for the business of the Office.

3.4. In consultation with the President, ensure that matters requiring attention are referred to the appropriate direct reports to the Commission and prioritize and track commitments and tasks to completion.

5. Ensure timely scheduling and assignments related to performance evaluations of direct reports.

6. Ensure timely distribution of proceeding assignments to Commissioners.

4.7. Advise Commissioners of conferences, networking opportunities, and training – mandatory or otherwise.

5.8. Safeguard the confidentiality of attorney/client privileged communications.

6.9. Coordinate orientation of new Commissioners.

7.10. Contribute to special assignments and activities as required by Commissioners under the direction of the President.

Monitoring Method: Commission Report
Frequency: Annual